

2020 NCDA Winter Legislative, Policy and Professional Development Meeting
Washington, DC – January 29-31, 2020
Pre-Conference Training: January 28, 2020
Conference Registration Link: <https://ncdaonline.regfox.com/2020-winter-meeting>

DRAFT AGENDA*

***This agenda is draft until becoming final**

NCDA members are encouraged to schedule Congressional visits during the conference to educate Congress on the importance of CDBG and HOME and how the funds are being used back home. There are several allotted times in the agenda for meeting with your Congressional Members. Talking points are available in the conference packets. Please bring a one-page CDBG and HOME fact sheet to share with your Congressional delegation. Please connect with other conference participants from your state to meet as one voice with your Congressional delegation.



Note to NCDA Members who are **AICP** credentialed: NCDA has been approved as an **AICP Certification Maintenance (CM) provider**. Some of the sessions below are qualified CM events. We will be adding sessions to the list as the agenda is finalized. These events will be marked with the following symbol (where the number equals the number of CM credits): **CM | 6**. *To receive CM credit, you must sign in and remain for the entire session.*

TUESDAY, JANUARY 28 – Pre-Conference Training

8:00 am – 9:00 am

Pre-Conference Training Check-In – Congressional Foyer

9:00 am – 4:00 pm

Preconference Training

- IDIS Primer
This course provides an overview of IDIS for CDBG grantees and HOME participating jurisdictions. It briefly covers the Consolidated/Annual Plans, CAPER report, and receipting/drawing funds. It will also touch on how to address problems that arise throughout the year. Most importantly, it helps communities understand how to tie the electronic environment of IDIS to program files, public meetings, and beneficiaries. This course is appropriate for anyone who works with IDIS.
- Advanced HOME Program Primer
This course, intended for practitioners with 4+ years of HOME experience, provides detailed examinations of actual HOME-funded projects, including grant agreements, initial and ongoing compliance, and the use of innovative partnerships to more effectively address housing needs with HOME funds.
- Advanced CDBG Primer
Senior community development staff, new managers and experienced managers wishing to stimulate new ideas can benefit from this primer. The training will include information and discussion on effective program planning, equitable allocation systems, program implementation challenges, leveraging resources and problem solving.

1:00 pm – 4:00 pm **Hill Visits**
Please arrange the visits ahead of time with your Congressional offices.

3:30 pm – 5:30 pm **Conference Early Registration – Congressional Foyer**

WEDNESDAY, JANUARY 29

8:00 am – 9:00 am **Breakfast – Capitol Foyer**

8:00 am – 5:00 pm **Registration/Information –Congressional Foyer**

8:00 am – 9:00 am **New Member/First Time Attendees Breakfast and Orientation**
Are you new to NCDA? Want to learn more about the Association? This orientation will provide an introduction to NCDA for new members and first-time conference participants.

9:00 am – 10:00 am **Plenary Session: Legislative Update on HUD Program Funding**
Congressional staff will provide an update on FY20 HUD program funding and a roadmap for the FY21 appropriations process and discuss actions you can take to educate your Congressional members on CDBG, HOME and other HUD programs.

10:00 am – 10:15 am Break

10:15 am – 12:00 pm **Concurrent Sessions**
Con Plan Best Practices
This session will focus on the development of the Consolidated Plan. Grantees will share their best practices in the following areas: planning for your consolidated plan, stakeholder consultation, citizen participation strategies, engaging special populations, and practical tips, ideas, and resources for developing your Con Plan.

Presenters
Rosie Truelove
Director
Neighborhood Housing and Community Development
City of Austin, TX

Debra Rhinehart
Strategic Advisor
Federal Grants Management Unit
Human Services Department
City of Seattle, WA

Small Grantee Session: CDBG Program Administration Best Practices

- Cost-effective ways of outsourcing CDBG administration
- Creative ways to use a small CDBG allocation to make an impact
- Funding CDBG staff with a small allocation
- Staff from the East Baton Rouge Redevelopment Authority will discuss their use of templates and sample documents to streamline program administration

Presenters

Vashti Little
Program Manager
East Baton Rouge Redevelopment Authority
Baton Rouge, LA

Environmental Review/HEROS Update

- HUD update
- HEROS overview

Presenters

HUD staff

12:00 am – 1:30 pm

Hill Visits/Lunch on Your Own

Please arrange the visits ahead of time with your Congressional offices.

1:30 pm – 3:30 pm

Concurrent Sessions

Affirmatively Furthering Fair Housing Best Practices

- Updating your Analysis of Impediments: Examples from Grantees
 - Xavier University staff will discuss the development of the Analysis of Impediments for Hamilton County, OH and Cincinnati, OH to include information on the community participation process and summary of recommendations.
- Implementing the Assessment of Fair Housing: Examples from Grantees
 - City of Seattle staff will discuss the development of their Assessment of Fair Housing to include information on developing inclusive communities and promoting accessibility.

Presenters

Liz Blume, AICP
Director, Community Building Institute
Xavier University
Cincinnati, OH

Debra Rhinehart
Strategic Advisor
Federal Grants Management Unit
Human Services Department
City of Seattle, WA

2 CFR 200 Requirements

- Internal controls
- Standards of conduct/conflict of interest
- Procurement
 - Staff from Summit County, OH will discuss their public purchase system and compliance with 2 CFR 200

Presenters

John Callow
NCCA Trainer

Murfreesboro, TN

Holly R. Miller
Senior Administrator
Department of Community and Economic Development
County of Summit, OH

CDBG Public Services Best Practices

- Innovative public service activities
- Innovative approaches to prioritizing public service needs to decrease the number of public service providers
- Effective strategies for selecting subrecipients
- Determining outcomes/impact of public services

3:30pm – 3:40 pm

Break

3:40 pm – 4:45 pm

Concurrent Sessions

Continuum of Care Best Practices

This session will focus on strategies to end homelessness and the role your department can play in the Continuum of Care.

Moderator
Marcy Esjberg
Director, Community Development Department
County of Pasco, FL

Presenters

Rafael Acevedo, Jr.
Grant Compliance Manager
Community Development Grant Administration
City of Milwaukee, WI

Jim Mathy
Housing Administrator
County of Milwaukee, WI

Keith Lampkin
Director, Housing and Community Development Department
City of Clarksville, TN

Ideas for Improving Your CDBG Program

- Improving program timeliness
- Streamlining the application and funding process
- Streamlining the monitoring process
- Using technical assistance advisors to improve program operations

4:45 pm – 6:15 pm

Subcommittee Meetings (open to *all* conference participants)

- Housing
- Planning and Professional Development
- Economic Development

THURSDAY, JANUARY 30

- 8:00 am – 9:00 am **Breakfast – Capitol Foyer**
- 8:00 am – 5:00 pm **Registration/Information – Congressional Foyer**
- 8:30 am – 10:00 am **Subcommittee Meetings (open to *all* conference participants)**
- Community Development
 - Membership
 - Technology
- 10:00 am – 11:00 am **Plenary Session: 2020 Census Update**
- 11:00 am – 11:10 am Break
- 11:10 am – 12:30 pm **Plenary Session: HUD Program Update**
- CDBG, HOME, ESG, Continuum of Care program updates
 - New policy initiatives/Upcoming proposed/final rules
- Presenters
HUD staff
- 12:30 pm – 2:00 pm **Hill Visits/Lunch on Your Own**
Please arrange the visits ahead of time with your Congressional offices.
- 12:30 pm – 2:00 pm **Board of Directors Luncheon Meeting**
- 2:00 pm - 3:30 pm **Concurrent Sessions**
- Davis-Bacon Requirements**
- Davis-Bacon Compliance Requirements
 - Best practices for Davis-Bacon documentation
- Economic Development Best Practices**
- Innovative economic development incentives for small businesses
 - Microenterprise development
 - Use of program income from Section 108 loans
- Ask a Facebook Team Member: Facebook for Government Outreach**
This session will be given by Khalid Pagan, a member of Facebook’s Politics and Outreach Team. The session will cover how to secure your government Facebook page, connect with constituents, create good content, and measure success. It will also provide some Facebook in government success stories. Khalid will leave time to answer any of your questions.
- 3:30 pm – 3:40 pm Break
- 3:40 pm – 4:45 pm **Roundtable Discussions**
- Eligible v Ineligible CDBG Activities
 - Management Roundtable: Promoting Morale/Team Building (Moderator: Marcy Esbjerg, Community Development Director, Pasco County, FL)

- Housing Counseling
- Changing Your Program Year Start Date (Moderator: Hans Mach, Community Development Administrator, McHenry County, IL)
- Substantial Amendments (proper steps for doing a substantial amendment to an action plan)
- HOME Property Standards
- Timeliness Expenditure of Funds/Understanding deadlines and schedules for expenditure of funds under CDBG and HOME
- Multi-Year Planning of Entitlement Projects
- CHDO Challenges and Long-Term Capacity Building
- Management Roundtable: Dealing with Difficult/Underperforming Employees (Moderator: Nancy Mikeska, Community Development Director, City of Conroe, TX)

4:45 pm – 6:00 pm

Regional Caucus Meetings (Open to All Conference Participants)

- Region I (New England)
- Region II (NY/NJ)
- Region III & IV (Mid-Atlantic/Southeast)
- Region V/VII/VIII (Midwest/Great Plains)
- Region VI (Southwest)
- Region IX (Pacific)
- Region X (Northwest)

7:00 pm – 10:00 pm

Conference Reception – Congressional Ballroom & Foyer

FRIDAY, JANUARY 31

8:00 am – 12:00 pm

Registration/Information – Congressional Foyer

8:00 am – 9:00 am

Breakfast – Capitol Foyer

9:00 am – 10:00 am

Roundtable Discussions (Repeated)

- Eligible v Ineligible CDBG Activities
- Management Roundtable: Promoting Morale/Team Building (Moderator: Marcy Esjberg, Community Development Director, Pasco County, FL)
- Housing Counseling
- Changing Your Program Year Start Date (Moderator: Hans Mach, Community Development Administrator, McHenry County, IL)
- Substantial Amendments (proper steps for doing a substantial amendment to an action plan)
- HOME Property Standards
- Timeliness Expenditure of Funds/Understanding deadlines and schedules for expenditure of funds under CDBG and HOME
- Multi-Year Planning of Entitlement Projects
- CHDO Challenges and Long-Term Capacity Building
- Management Roundtable: Dealing with Difficult/Underperforming Employees (Moderator: Nancy Mikeska, Community Development Director, City of Conroe, TX)

10:00 am – 11:25 am

Concurrent Sessions

- **Monitoring Requirements and Best Practices**
 - Effective monitoring practices and standards
 - How to use the HUD monitoring guides
- **Emergency Shelter Grants Program Best Practices**
- **Section 3 Local Strategies**

11:25 am – 11:30 am

Break

11:30 am – 1:00: pm

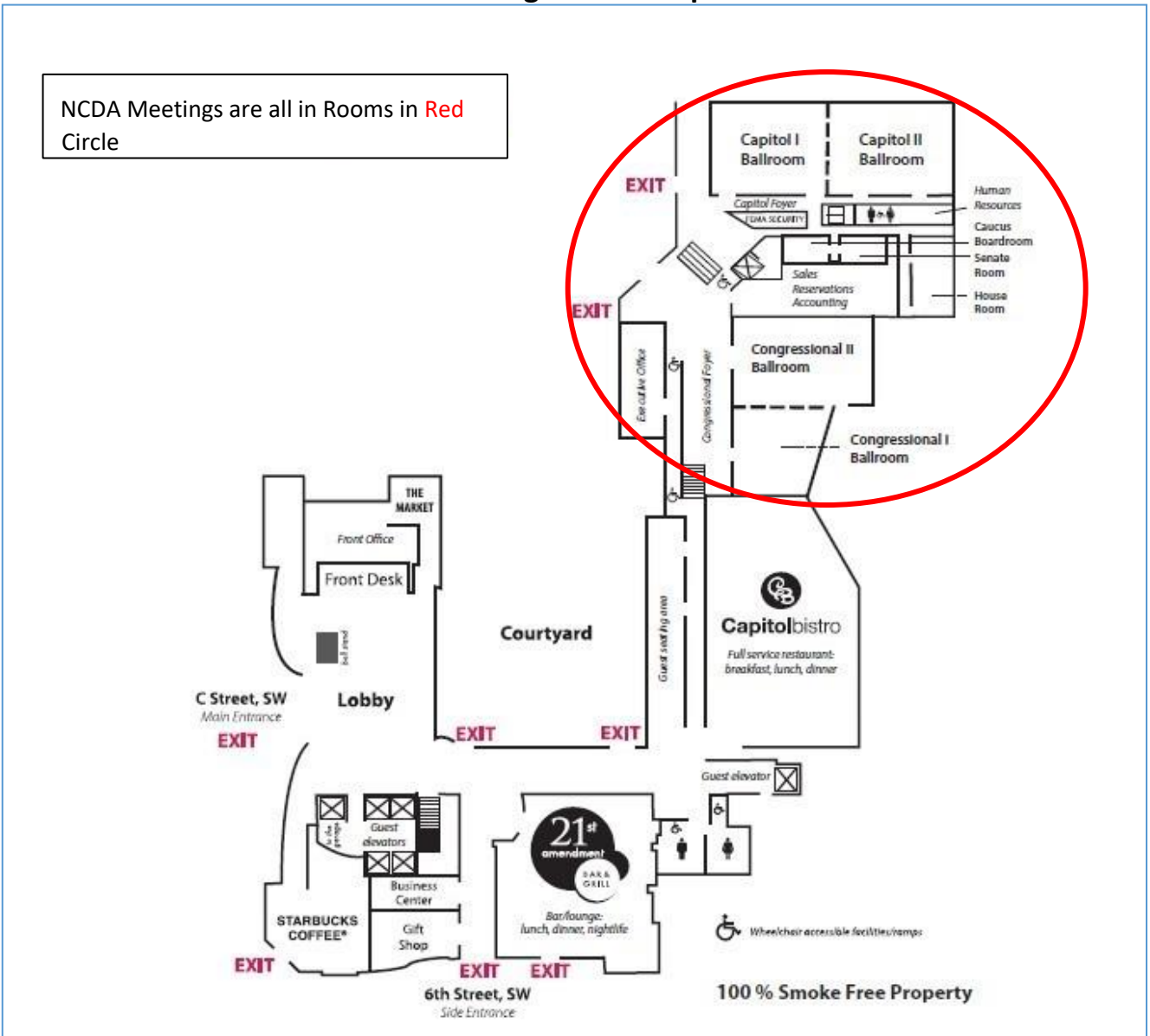
Plenary Session: Community Development Best Practices

Winners of the 2020 Audrey Nelson Community Development Achievement Award will present their outstanding community development projects.

1:00 pm – 2:30 pm

Awards Luncheon – *Congressional Ballroom*

Hotel Meeting Rooms Map



NOTE: The FEMA security desk and entrance gates are rather imposing and divide the entrance to two of our meeting areas (you *do not* go through FEMA security to get to either of these areas):

- To get to **Capitol Ballrooms I & II** and the **Capitol Foyer** go left past the security desk and you'll see the Foyer and Ballrooms straight ahead.
- To get to the **House & Senate Rooms** and the **Caucus Boardroom**, go to the right of the desk and hug the right-hand wall (don't try to go through the gates!). These rooms (along with restrooms and vending machines) are down the hallway to the right.